

27 FEB 1976

STATINTL MEMORANDUM FOR: [REDACTED]

FROM : Acting Director of Personnel
VIA : Deputy Director for Administration
SUBJECT : Correspondence for Signature by the Director

1. This memorandum contains information regarding commendatory letters that are prepared by the Office of Personnel for the Director's signature. It has long been the practice in the Agency for the Director to sign such a letter to each employee upon the occasion of retirement unless specific circumstances preclude this form of recognition.

2. Over the years the content and style of these letters has changed depending upon individual preferences. Also, in some instances machine signatures have been used; in other cases, Directors have preferred to sign personally.

3. The letters vary according to rank, type of retirement and effectiveness of career. Five different letters are used; sample copies are attached.

Letter No. 1: This is the normal letter which is sent to the majority of retirees.

Letter No. 2: This is the letter sent to retirees of supergrade rank. The letter recognizes that their higher rank reflects not only that they were faced with important responsibilities but, also, that they effectively handled these higher responsibilities.

Letter No. 3: This is for persons who are retired on disability. It is almost identical to Letter No. 1; the only difference is the omission of reference to "the years ahead" in recognition of the retiree's physical disability.

Letter No. 4: This is for persons of supergrade rank who retire because of disability. The only difference between this and Letter No. 3 is that in this one, the Director extends his appreciation "personally and officially" - a recognition of the individual's higher rank. As with Letter No. 3, this letter omits reference to "the years ahead."

Letter No. 5: This letter is used for special situations; that is, for persons who have been faithful to the Agency but who, for some reason, have had problems or whose careers have not been up to the norm yet who have not been entirely deficient. This letter is a low key recognition of their departure.

In 1975 there were approximately 600 retirement letters prepared which were personally signed by Mr. Colby.

STATINTL


Acting Director of Personnel

Atts

Distribution:

- Orig - Addressee
- 1 - ER w/atts
- 1 - DDA w/atts
- 1 - D/Pers w/atts
- 1 - C/RAD w/o atts
- ~~2~~ DD/Pers/SP w/atts (1 w/held)

DD/Pers/SP  :gec (27 Feb 76)

STATINTL



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C.

OFFICE OF THE DIRECTOR

Mr. John Doe
1234 Main Street
City, State

Dear Mr. Doe:

As you bring to a close your active career of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find your retirement filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

Director

1



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C.
OFFICE OF THE DIRECTOR

Mr. John Doe
1234 Main Street
City, State

Dear Mr. Doe:

As you reach the end of your active career of Government service, I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement.

You have been privileged to face the challenge of important responsibilities during your many years of service to your country. The success with which you have met this challenge should be a source of lasting pride and satisfaction to you.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done and my warmest hopes that you will find full enjoyment in the years ahead.

Sincerely,

Director

2



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C.

OFFICE OF THE DIRECTOR

Mr. John Doe
1234 Main Street
City, State

Dear Mr. Doe:

As you bring to a close your active career of service to your country, I join your friends and colleagues in wishing you well in your retirement.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I extend to you my sincere appreciation for the important work you have done.

Sincerely,

Director

3



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C.
OFFICE OF THE DIRECTOR

Mr. John Doe
1234 Main Street
City, State

Dear Mr. Doe:

As you bring to a close your active career of service to your country, I join your friends and colleagues in wishing you well in your retirement.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done.

Sincerely,

Director

#4



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C.

OFFICE OF THE DIRECTOR

Mr. John Doe
1234 Main Street
City, State

Dear Mr. Doe:

On the occasion of your retirement from the Federal service, I want to express my sincere appreciation for your many years of loyal and faithful service to your country and your contribution to our mission.

Let me join your friends and colleagues in extending my best wishes for the future.

Sincerely,

Director

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